

SOLICITATION AND OFFER				1. [BLANK]				Page 1 of 29						
2. CONTRACT NUMBER			3. SOLICITATION NUMBER OPR08000029			4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)			5. DATE ISSUED 02/26/2008			6. REQUISITION/PURCHASE NUMBER		
7. ISSUED BY AO801 CAO Procurement Management 327 Ford HOB Washington,DC 20515 TEL: (202) 225-2921 ext. FAX: (202) 226-3850 ext.				CODE AO801		8. ADDRESS OFFER TO (If other than item 7)								
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".														
SOLICITATION														
9. Sealed offers in original and <u>4</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>Hand carried proposals NOT permitted</u> until <u>2:00 PM</u> local time <u>03/26/2008</u> (Hour) (Date)														
CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.														
10. FOR INFORMATION CALL:			A. NAME Ronnie Vinson			B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 226-0149			C. E-MAIL ADDRESS ronnie.vinson@mail.house.gov					
11. TABLE OF CONTENTS														
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OFFER (Must be fully completed by offeror)														
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.														
13. DISCOUNT FOR PROMPT PAYMENT (See Section I)				10 CALENDAR DAYS (%)		20 CALENDAR DAYS (%)		30 CALENDAR DAYS (%)		CALENDAR DAYS (%)				
14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amend - ments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.		DATE		AMENDMENT NO.		DATE				
15A. NAME AND ADDRESS OF OFFEROR		CODE		FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)								
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.			<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.			17. SIGNATURE			18. OFFER DATE					
AWARD (To be completed by Government)														
19. ACCEPTED AS TO ITEMS NUMBERED				20. AMOUNT				21. ACCOUNTING AND APPROPRIATION						
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]								23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM				
24. ADMINISTERED BY (If other than Item 7)				CODE		25. PAYMENT WILL BE MADE BY				CODE				
26. NAME OF CONTRACTING OFFICER (Type or print)						27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)			28. AWARD DATE					
IMPORTANT - Award will be made on this Form or by other authorized official written notice.														

Line Item Summary	Document Number OPR08000029	Title House Compensation Study - 08	Page 2 of 29
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Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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0001	House Compensation Study		0.00	ea	\$ _____	\$ _____
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Supply the product and services outlined in the Statement of Work (SOW) in Section C

Line Item Detail		Title House Compensation Study - 08		Document Number OPR08000029		Page 3 of 29	
Detail							
Line Item Number	Description	Ship Code	Invoice Code	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Disc)
0001	House Compensation Study			0.00	ea	\$	\$
Contract Type: Fixed-Price			Line Type: Priced				
Delivery Date:			Period Type: Base Period				
Period of Performance:			Product/Service Code:				
Extended Description:			SIC Code:				
			NAICS Code:				
Supply the product and services outlined in the Statement of Work (SOW) in Section C							
Description							
Company:		Model Number:			Inspection/Acceptance		
Prod./Cat. Number:		NSN:			Location:		
Drawing Number:		Recycled Product:			Level:		
Spec. Number:		Color:					
Serial Number:		Size:					
Piece Number:							
Pricing							
				Estimates			
Base Fee:	Min. Profit Fee:	Quantity:	Est. Cost:				
Award Fee:	Max. Profit Fee:	Min. Quantity:	Est. Cost - Low:				
Fixed Fee:	Target Profit Fee:	Max. Quantity:	Est. Cost - High:				
Ceiling:	Taxes:	Variation in Quantity:	Target Cost:				
			Target Price:				
Address Information							
F.O.B. Origin							
Additional Markings:							

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SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 STATEMENT OF WORK

See Section J, Attachment 1

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SECTION D -- PACKAGING AND MARKING

D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES

MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the contractor.

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SECTION E -- INSPECTION AND ACCEPTANCE

E.1 HC.5.004 FAILURE TO PERFORM

AUGUST 2002

If the Contractor fails to promptly perform the services or to take the necessary action to ensure future performance in compliance with contract requirements, the CO may:

- a. Refer to Section F, HC.6.009, Payment for Non-performance.
- b. Reduce the contract price to reflect the reduced value of the services performed; or
- c. Terminate the contract for default.

E.2 HC.5.005 INSPECTION AND ACCEPTANCE

AUGUST 2002

a. Inspection and acceptance of services to be furnished hereunder shall be performed at place of performance or destination, by the COR, in accordance with provisions specified in this contract and applicable task orders. The COR reserves the right to conduct any quality assurance reviews and tests it deems necessary to assure that the services provided conform in all respects to the contract specifications. Services which upon quality assurance reviews are found not to be in conformance with contractual specifications shall be promptly rejected and notice of such rejection, together with appropriate instructions, including resolution time, will be provided to the Contractor by the CO. Deficiencies thus reported shall be corrected by the Contractor in a timely period as specified by such quality assurance reviews or, with written request for an extension, mutually agreed to by the parties.

b. Written notification of negative quality assurance review results will be furnished within thirty (30) days after completion of quality assurance reviews.

c. All subcontracts let by the Contractor shall be subject to the CO's written approval and the provisions specified above, as noted at the time of approval.

d. All facilities utilized by the Contractor in performance of work under this contract shall be subject to inspection by officials of the House and the Architect of the Capitol.

e. The Contractor shall respond to all quality assurance reports within the time frame specified in each quality assurance review, annotating what actions have been taken.

f. The CO shall have the right to send his representative into areas assigned for the use of the Contractor's employees, at any time, for quality assurance or other purposes approved by the CO.

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SECTION F -- DELIVERIES OR PERFORMANCE

F.1 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

Contract period of performance shall extend from through .

F.2 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately notify the customer and the COR by telephone and follow-up in writing to the COR, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

F.3 HC.6.007 SUSPENSION AND DEBARMENT MAY 2001

a. Suspension of a contractor temporarily disqualifies that contractor from contracting with the House as a prime and/or House-approved subcontractor, in full or in part. The contracting officer initiates suspensions.

(1) When the contractor and any specifically named affiliates are suspended, the contracting officer shall advise the firm immediately by certified mail, return receipt requested:

(a) That the firm has been suspended and that the suspension is based on an indictment or other adequate evidence that the contractor has committed irregularities (i) of a serious nature in business dealings with the House or (ii) seriously reflecting on the propriety of further House dealings with the contractor. Any such irregularities shall be described in terms sufficient to place the contractor on notice without disclosing the House's evidence;

(b) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;

(c) Of the cause(s) relied upon for imposing suspension;

(d) Of the extent and effect of the suspension; and

(e) That, within 30 days after receipt of the notice of suspension, the contractor or its representative may submit, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.

(2) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this subsection.

(3) If the investigation is not concluded or legal proceedings are not initiated within 12 months after the date of the suspension notice, the suspension shall be terminated.

b. Debarment refers to action by the CAO to exclude a contractor from future House awards and House-approved subcontracting, in full or in part, for a reasonable, specified period.

(1) Upon conclusion of the investigation resulting from a suspension, if the contracting officer should determine that debarment is in order, he or she shall prepare a report on the investigation along with such recommendations regarding debarment, for submission to the CAO.

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(2) A notice of proposed debarment shall be issued by the contracting officer advising the contractor and any specifically named affiliates, by certified mail, return receipt requested:

- (a) That debarment is being considered;
- (b) Of the reasons for the proposed debarment in terms sufficient to put the contractor on notice of the conduct or transaction(s) upon which it is based;
- (c) Of the cause(s) relied upon for proposing debarment;
- (d) Within 30 days after receipt of the notice, the contractor or its representative may submit to the CAO, in writing through the contracting officer or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;
- (e) Of the effect of the issuance of the notice of proposed debarment; and
- (f) Of the potential effect of an actual debarment.

c. In the event that the CAO makes a determination to impose debarment, the contracting officer shall give the contractor and any affiliates involved prompt notice by certified mail, return receipt requested:

- (a) Referring to the notice of proposed debarment;
 - (b) Specifying the reasons for debarment;
 - (c) Stating the period of debarment, including effective dates; and
 - (d) Advising that the debarment is effective throughout the House, unless the CAO determines that limited business dealings between the House and the contractor are justified.
- d. The decision of the CAO on the merits of a debarment shall be final. A decision may be appealed by the contractor, in writing, within 10 days of receipt of notification of the decision, to the Committee on House Administration, only in the event that the CAO failed to follow the procedures established herein.

F.4 HC.6.008 LIQUIDATED DAMAGES

MAY 2001

If the contractor fails to perform the services specified in this contract, or any extension, the House may terminate this contract under the Termination clause of the contract. The contractor shall be liable for fixed, agreed and liquidated damages as provided in Section F "Payment for Non-performance", accruing until the time the House may reasonably obtain delivery or performance of similar services.

The contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without fault or negligence of the contractor.

F.5 HC.6.009 PAYMENT FOR NON-PERFORMANCE

SEPTEMBER 2001

In the event that the contractor fails to perform as stipulated in the statement of work, and such failure is not for a reason beyond the control of the contractor, the House may charge 1% of the total contract cost per day and may obtain performance from another source and charge and collect all costs plus a 15% administrative fee from the contractor.

F.6 HC.6.010 PLACE OF PERFORMANCE

JUNE 2002

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House Capitol Hill Office Buildings, Washington, D.C.

F.7 HC.6.014 TERMINATION

AUGUST 2002

Relative to termination of this contract, it is mutually agreed:

- a. The CO may terminate this agreement at any time, in whole or in part, in the event of breach by the Contractor, or upon 30 days written notice at the convenience of the House.
- b. If this Contract is terminated, the rights, duties and obligations of the parties, including compensation to the Contractor shall be in accordance with this contract and in effect on the date of the Contract. No liability will inure to either party for terminations rendered pursuant to this Contract when done at the convenience of the House.
- c. Upon termination (including expiration) the Contractor will:
 - (1) Surrender all employee identification cards, decals, keys, etc. issued by the U.S. House of Representatives, for all Contractor representatives and employees on the effective date to COR.
 - (2) Complete satisfactory settlement of all customer complaints and claims.
 - (3) Comply with House requirements designed to ensure a smooth transition to any successor Contractor.
 - (4) Yield up the premises and all House-furnished property, clean and in as good order and condition as when received, damages due to acts of God or the U.S. Government and ordinary wear and tear excepted, on the effective date.
 - (5) Promptly remove all Contractor-furnished equipment and fixtures, tools and supplies. Upon failure to remove Contractor's property, the CO may cause Contractor's property to be removed and stored in a warehouse at Contractor's expense. If the Contractor fails to act, this contract authorizes and empowers the CO to take possession of Contractor's property and dispose of same by public or private sale without notice and out of the proceeds of sale, satisfy all costs and indebtedness to the House.

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SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.002 MODIFICATIONS

FEBRUARY 2005

Administrative changes, e.g. address corrections, are approved by the CO. All other changes which change the scope of this contract, including additions or deletions, must be prepared in writing as formal modifications signed by both parties.

G.2 HC.7.003 INVOICES

FEBRUARY 2005

a. The Debt Collection Improvement Act of 1996 requires that federal agencies pay recipients by electronic funds transfer (EFT). EFT is an improved, convenient, and secure method of payment. To enable the U.S. House of Representatives to send payments electronically to your financial institution, you must first complete an EFT enrollment form to provide your signature and certain information regarding your financial institution. Please visit the U.S. House of Representatives' Office of Finance and Procurement website at www.house.gov/finance for appropriate forms or call the EFT Help Line at 202-226-2277.

b. A proper invoice shall minimally include:

Contractor Name, Address, and Phone Number

Name of Contractor Point of Contact

House Contract Number

Task/Delivery Order Number (as appropriate)

Invoice Number

Invoice Date

Invoice Page Number (each page of an Invoice shall minimally also contain the contractor Firm name, the invoice number, and the invoice date)

c. And, for each deliverable included on the invoice:

Contract Line Item Number (CLIN)

Period of Performance

Brief Description of Item

Quantity Delivered

Unit Price

Extended Price

Total Price of all deliverables contained on Invoice

Payment Terms, if appropriate (Example: 2% 10 - Net 30)

d. The House does not pay federal, state or local taxes unless mandated by law.

e. All follow-up invoices shall be marked "Duplicate of Original" on all pages. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

G.3 HC.7.006 CONTRACT STATUS AND REVIEW MEETING

FEBRUARY 2005

The COR, CA, and authorized contractor representative(s) shall meet at least monthly or more frequently as determined by the COR. The purpose of the meeting is to review the status reports, performance results, current/outstanding issues, and provide to the contractor any House-related informational materials. The goal is to keep track of performance, head-off any potential problems, resolve issues, and maintain a smoothly operating contract.

G.4 HC.7.007 AUTHORIZED HOUSE REPRESENTATIVES

FEBRUARY 2005

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a. Contracting Officer (CO):

1. Except as specified in paragraph (3) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change (in scope, terms, conditions, requirements, pricing, and/or delivery schedules) under this contract.

2. The contractor shall not comply with any order, direction or request of House Personnel which would constitute a change under this contract, unless issued in writing and signed by the CO, or made pursuant to specific authority otherwise included in this contract.

3. The CO is the only person authorized to approve changes under this contract and, notwithstanding provisions contained elsewhere in the contract, said authority remains solely with the CO. In the event the contractor effects any change at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof. The CO may delegate certain responsibilities to authorized representatives.

b. Contracting Officer's Representative (COR):

1. The COR, appointed by the contracting officer, is designated to assist in the discharge of the contracting officer's responsibilities. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the contracting officer in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the contracting officer and contract administrator of any factors which may cause delays in delivery and/or performance of the work; and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, pricing, and/or delivery schedules of the contract or direct the contractor to perform services outside of the scope of the contract.

2. Additional responsibilities of the COR are as follows:

- Monitor and evaluate contract performance, including preparing Vendor Performance Evaluations.
- Review, approve, and process contractor invoices.
- Submit periodic report(s) to the Contract Administrator (CA).
- Provide the CA with notification of intent to exercise options or renewals 90 days prior to expiration date.

c. Contract Administrator:

Name: Ronnie L. Vinson
Title: Senior Procurement Analyst
Address: 327 Ford House Office Building
Washington, DC 20515

Phone: 202-226-0149
Fax: 202-226-0149
E - mail: Ronnie.Vinson@mail.house.gov

The contract administrator prepares all modifications to the contract, maintains the official contract file with all reports and other contractual documentation, and responds to contractual inquiries or concerns from the COR or contractor on behalf of the CO.

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a. The contractor shall identify the authorized contractor representative (ACR), and provide the information listed below:

Name:

Title:

Address:

Phone:

Fax:

E-mail:

b. The ACR shall provide periodic status reports to the COR pursuant to clause G.10 (HC.7.005) of this contract. All status reports, schedules, and invoices must be approved by the COR in accordance with the terms and conditions of the contract.

c. The ACR shall furnish notice of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract. Such notice may be provided verbally to the COR and contracting officer, then followed-up in writing within two business days after the verbal notice. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the contractor proposes to mitigate the delay. This notification does not relieve the contractor of its obligation to meet the delivery and/or performance requirements of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this contract.

G.6 HC.7.009 KEY PERSONNEL

FEBRUARY 2005

a. The contractor shall assign key personnel by name and title. The contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract. At a minimum, the contractor shall designate a program manager as key personnel.

b. For each person, provide the following information: individual's name, title, telephone number, and e-mail address.

c. Except as provided herein, the contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as key personnel are subject to approval of the CO. The contractor must notify the CO of changes to key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the award stage. The CO will notify the contractor, after receipt of all required information (including resumes of substitutes), of the decision on substitutions within 10 business days.

G.7 HC.7.010 POST AWARD CONFERENCE

FEBRUARY 2005

A post award conference will be held with the contractor to review contract administration issues, unless the House and the contractor determine that such a conference is not necessary.

G.8 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE

FEBRUARY 2005

a. The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.

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b. If an issue cannot be resolved between the Contractor and the COR, or resolution would require a modification to the contract, the COR will immediately notify the CA and the CO by e-mail. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.

c. Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

G.9 HC.7.016 INVOICE FOLLOW-UPS

AUGUST 2002

All follow-up invoices shall be marked "Duplicate of Original" on all parts. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

G.10 HC.7.023 CONTRACT ADMINISTRATION PLAN (CAP)

FEBRUARY 2005

a. Section G contains the content required in a Contract Administration Plan (CAP) as prescribed in Section 11 of the Procurement Instructions for the U.S. House of Representatives. This CAP outlines the framework for monitoring performance and administering this contract, with the specific responsibilities of Authorized House Representatives listed below. Contract performance will be gauged against effectively meeting the requirements of the statement of work, monitoring customer satisfaction (e.g., vendor performance evaluations), and the performance measures contained in the Quality Assurance or Performance-Based Surveillance Plan, if applicable.

b. It shall be the responsibility of the Contracting Officer's (CO's) authorized representative to periodically review this CAP for purposes of updating and/or recommending any necessary revisions. If a change to the CAP is required, the CO will execute the appropriate bilateral or unilateral modification.

G.11 HC.7.024 REPORTS/PLANS/SCHEDULES

FEBRUARY 2005

All reports, plans, schedules and other submittals provided by the Contractor are subject to approval by the CO or COR.

a. The Contractor is required to perform in accordance with the Government's existing plans and schedules or as directed by the CO or COR until the Contractor's "Deliverables" (submittals) are approved.

b. The Contractor is required to submit deliverables and reports to the CO or COR at specified times throughout the life of this contract which are considered critical to the successful completion of all contractual requirements. The following milestone chart lists deliverables and reports which must be provided by the Contractor at specified due date(s):

MILESTONE CHART FOR CONTRACTOR DELIVERABLES

Item	Due Date	Approval Authority	Reference
0001 Survey	TBD	COR	SOW/Awardee Schedule
0002 Executive Summary	TBD	COR	SOW/Awardee Schedule
0003 Full Report	TBD	COR	SOW/Awardee Schedule

G.12 HC.7.025 RELEASE OF CLAIMS

FEBRUARY 2005

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After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

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SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 HC.8.001 INSURANCE

MAY 2001

The contractor shall carry and maintain, during the entire period of performance under this contract, the following:

- a. Workers' compensation and employee's liability insurance: minimum \$100,000 per incident.
- b. Automobile (vehicle) general liability insurance: minimum \$200,000 per person; \$1 million per accident; property damage \$50,000.
- c. Comprehensive general liability: minimum of \$1 million bodily injury per occurrence.
- d. Other insurance as directed by the contracting officer.

H.2 HC.8.002 IDENTIFICATION BADGES

FEBRUARY 2006

New contractor employees shall obtain a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7am to 7pm, and Saturday 7am to 1pm. House identification badges will not be issued to a contractor employee unless the Capitol Police forms for a background check are submitted in accordance with Clause HC.8.003 of this contract.

The contractor shall ensure that the employee surrenders the House identification/access card upon termination of employment or performance is no longer required under this contract. House identification/access cards shall be surrendered to the COR and reconciled within two business days following an employee termination or service release under this contract. A penalty in the form of damages shall be levied for failure to return House identification/access cards in the amount of \$100 a month for each House identification/access card that is not returned to the COR within two business days following an employee's termination or employee service no longer required under this contract. The damage amount will be prorated in the month of termination or release from service to the date the House identification/access card was to be returned to the COR and reconciled.

Final payment will not be made under this contract until all House identification/access cards that were issued under this contract have been returned, and a release provided to the contractor signed by the COR. If the contract is a concessionaire type contract, contractor equipment and supplies shall not be removed from House property until all House identification/access cards have been returned and a release provided to the contractor signed by the COR.

H.3 HC.8.003 PROSPECTIVE EMPLOYEE BACKGROUND CHECK

FEBRUARY 2006

- a. The U.S. Capitol Police will screen all contractor employees working on this contract who have access to House facilities or information in the performance of Contract work. The COR will provide the Contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the contractor will have working in any capacity on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.
- b. The employee shall be fingerprinted by the Capitol Police prior to working on the contract and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the CAO Human Resources, Director of Administration who will notify the COR and CO. The COR will then direct the contractor to immediately remove that employee from any work under this contract.

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c. All contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police, at a minimum of every three years. However, further background checks may be conducted at any time as is warranted.

H.4 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS MAY 2001

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

H.5 HC.8.006 NEWS RELEASES MAY 2001

No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.6 HC.8.007 AFFIRMATION OF NON-DISCLOSURE AUGUST 2003

Due to the sensitive and confidential nature of information that the contractor may come in contact with during the performance of work at the House, the contractor and all personnel associated with this contract shall sign an "Affirmation of Non-Disclosure" prior to commencing work. The Affirmation of Non-Disclosure states in part that the individual signing the form agrees and understands they will not disclose any private or privileged information received in the course of service to the House. The form is available on House Web Site <http://www.house.gov/cao-opp/currentsol/shtml>.

H.7 HC.8.010 DATA OWNERSHIP/TRANSFER/ACCESS JUNE 2001

The House and contractor agree that all data procured under this contract and data transferred by the House to the contractor shall remain the exclusive property of and in the exclusive control of the House. Parties further agree that access to or release of such information shall be governed by the laws applicable to the House. The contractor agrees to notify the House immediately if anyone requests any access to House information and further agrees not to provide access to or release any information without prior written approval by the House contracting officer. This includes Freedom of Information Act (FOIA) requests.

H.8 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

- a. The North American Industry Classification System (NAICS) code for this acquisition is 541612
- b. The small business size standard is ___\$6.5M___.
- c. The industry size standards are published by the Small Business Administration and are available via the internet at <http://www.sba.gov/size>. The NAICS Manual is located <http://www.census.gov/epcd/www/naics.html>.

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SECTION I -- CONTRACT CLAUSES

I.1 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER MAY 2001

- a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change under this contract.
- b. The contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.
- c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.2 HC.9.002 OBSERVANCE OF LAWS MAY 2001

- a. In connection with the performance of work under this contract, the contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.
- b. The contractor shall comply with all applicable laws of the United States with respect to the conduct of its employees and operations.

I.3 HC.9.003 DISPUTES MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the contractor. Within thirty (30) calendar days from the receipt of such copy, the contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The contractor may appeal the CAO's decision to the Committee on House Administration only for violations by the CAO for failure in following procedural guidelines within 30 calendar days of the CAO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

I.4 HC.9.007 ORDER OF PRECEDENCE MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

I.5 HC.9.015 HOUSE RULES MAY 2002

This contract shall be governed in accordance with House Rules and regulations and all applicable statutes regarding performance and any dispute arising therefrom.

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SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 ATTACHMENTS

ATTACHMENT 1	February 11, 2008	Statement of Work
ATTACHMENT 2	TBD	Key Personnel

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SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 HC.11.001 GENERAL REQUIREMENTS

JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

K.2 HC.11.002 FINANCIAL INFORMATION

JULY 2001

The offeror shall furnish company financial data for the last five (5) years at a minimum. To comply with this requirement, the offeror shall furnish copies of financial statements or Annual Reports published. Publicly held companies must also provide copies of Securities and Exchange Commission 10-K Reports and Proxy Statements filed.

K.3 HC.11.003 INSURANCE INFORMATION

JULY 2001

- a. Carriers
- b. Limits and excess coverage or employer liability and general liability
- c. Worker's Ccmpensation insurance experience modification

K.4 HC.11.004 COMPANY BACKGROUND

JULY 2001

All offerors will be required to submit proposals to include the following information concerning the company background:

- a. Legal name of the company.
- b. Organizational diagram and biographies for corporate officers.
- c. Detailed business history.
- d. Mission statement to include the scope of quality service, customer care and philosophy in dealing with the House as a potential client.
- e. Substance abuse policy and/or drug free work place policy and procedures, if applicable.
- f. Equal opportunity policy and compliance with House standards.
- g. Current staffing document.
- h. Disclose any lawsuits in which the Company is a named defendant within the last five (5) years and status of each such case.

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- i. Key point of contact (POC) list and telephone number.

K.5 HC.11.005 HUMAN RESOURCE INFORMATION

JULY 2001

Employee medical and dental benefit program

- b. Additional employee benefits
- c. Employee holiday, vacation, & sick leave policy
- d. Training process - introductory and on-going
- e. Employee evaluation policies

K.6 HC.11.006 QUALITY INFORMATION

JULY 2001

Quality Policy

- b. Total quality management process, if any
- c. Quality reporting to client
- d. Customer satisfaction guarantees and assurances

K.7 HC.11.007 ELIGIBILITY FOR AWARD

JULY 2001

The offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the offeror within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and, is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

K.8 HC.11.009 PERIOD FOR ACCEPTANCE OF PROPOSAL

JULY 2001

In the event the offeror receives award of this contract, the award shall be based on the prices set forth in the offeror's proposal provided that the House makes the award of the contract within _____ calendar days after receipt of the offer.

K.9 HC.11.016 DUN & BRADSTREET NUMBER

AUGUST 2002

Offeror's Dun and Gradstreet Number _____.

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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.003 SUBMISSIONS

MARCH 2004

Offerors shall submit 4 copies, one (1) original copy, and one electronic version in MS Word format of the proposal prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the offeror can meet the House's requirements. The original shall be so marked, and the copies shall be numbered. Proposal packages shall be sealed in a suitable container, and all containers shall clearly identify firm name and address and Solicitation Number. Proposals shall be submitted to the address shown on Section A. Facsimile proposals will NOT be accepted.

Electronic proposals shall be submitted to ronnie.vinson@mail.house.gov

L.2 HC.12.005 DELIVERY OF PROPOSALS - FAX & E-MAIL

OCTOBER 2001

The House will accept e-mail proposals by the time and date specified in Section A. Late proposals may not be accepted by the CO.

Proposals may be withdrawn by fax or e-mail received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals". Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.3 HC.12.006 LATE SUBMISSIONS AND REVISION OF PROPOSALS

JULY 2001

(1) Any proposal or revision to a proposal received by the CO after the exact time specified for receipt will not be considered, unless it is received before award is made, and it:

(a) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must be mailed by the 15th), or

(b) Was sent by mail and it is determined by the House that the late receipt was due solely to mishandling by the House, or

(c) Was sent by the U.S. Postal Service Express Mail Next Day Service - Post Office to addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. federal holidays, or

(2) A revision resulting from the CO's request for "best and final" offer received after the time and date specified in the request will not be considered, unless received before the award and late receipt is due solely to mishandling by the House.

(3) The only acceptable evidence to establish the date of mailing of a late proposal or revision sent by either the U.S. Postal Service Registered or Certified Mail is the U.S. postmark both on the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(4) The only acceptable evidence to establish the time of receipt by the CAO is the time/date stamp on the proposal wrapper or other documentary evidence of receipt maintained by the CAO.

(5) The only acceptable evidence to establish the date of mailing of late offer, revision, or withdrawal sent by Express Mail Next Day Service - Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service - Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service.

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(6) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.4 HC.12.009 RESTRICTION ON DISCLOSURE AND USE OF DATA JULY 2001

Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall:

(1) Mark the title page with the following legend:

"This proposal or quotation includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of--or in connection with--the submission of this data, the House shall have the right to duplicate, use, or disclose the data, including cost and pricing data, to the extent provided in the resulting contract. This restriction does not limit the House's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)]," and

(2) Mark each sheet of data to be restricted with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

L.5 HC.12.010 CONTENT OF PROPOSALS JULY 2001

Each proposal shall be divided into two separate sections and be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. It is important that the proposal be organized as specified since the score sheet used during the evaluation will parallel the order specified in the solicitation. Both parts, properly identified, may be in the same binder or loose-leaf cover. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

a. Section 1 - Administrative and Price Proposal. Part I shall be divided into the following distinct and marked parts:

(1) "Section A of RFP." The Offeror shall insert Section A of this solicitation with all required/applicable blocks completed.

(2) "Section B Price Schedules." Offeror shall complete Section B and provide a proposed price which will address all requirements as well as others the offeror may wish to offer.

(3) "Section G Contract Administration." Offeror shall complete the required sections of Section G.

(4) "Section K - Representations, Certifications, And Statements Of Offerors." Offeror shall complete the required sections of Section K.

b. Section II - Technical Proposal. Part II shall be divided into the following distinct and marked parts:

(1) "Management/Technical Approach"

The offeror shall describe the overall approach to providing services in accordance with specifications herein. The proposal should discuss planned approaches to meet the requirements called for in the statement of work and other opportunities for the offeror and the CAO to work as partners in improving the House environment.

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The extent the plans and procedures proposed to accomplish the tasks specified in Section C (and any corresponding appendices in Section J) are clearly described, their quality and appropriateness and evidence of sound management structures and procedures. Proposals will be evaluated on the specific approaches. As a guide, the approach shall include, at a minimum, the following:

- Demonstrated methodology for performing the tasks as contained in the statement of work
- Etc.

The offeror shall include a project management approach to track the delivery of products and services related to this contract and to work with the COR and staff. This includes:

- To ensure proper planning for work breakdown and schedules
- Service team structures
- To report performance of work on an accurate and objective basis and to identify any problems or issues as early as possible
- Working relationship with the COR and House staff

The offeror shall provide resumes of all senior technical staff and key program management personnel. Staff capabilities will be evaluated based on technical experience and experience outlined in the State of Work.

Note: Offerors whose products are misrepresented during the solicitation phase, who are subsequently awarded a contract, will be subject to the penalty provisions of the contract.

(2) "Corporate Capabilities and Past Performance"

Provide organization charts showing the chain of command of supervision and management staff proposed for the contract. Provide background and qualifications of the Program Manager to be assigned to the operation and a brief resume on the key management personnel listed in the chain of command (2 page maximum).

The offeror shall include proposed staffing that addresses the management and timing of staffing decisions for assigning people to the project and removing them from the project. The staffing approach must be definitive enough to provide the House with a clear understanding of how the offeror intends to staff this contract (with key and non-key technical personnel) to successfully meet all the requirements of the statement of work.

Column heads for Project Staffing Table, for guidance only:

Name, proposed position and labor category , proposed labor rate, position description, key or non key staff indication

Additionally, the offeror shall submit personnel resumes (2 pages per person maximum) for key personnel and non-key technical personnel who shall be assigned to this contract.

The offeror shall provide an abstract to demonstrate their knowledge of the legislative processes and their capability to perform effectively in a legislative environment.

Provide pertinent experience and qualifications in conducting similar services as stated in the solicitation, and specifically, corporate stability and sound organizational qualities. Demonstrated financial capability sufficient to provide resources to finance day-to-day operations for legislative branch customers.

The offeror shall provide references for three current or recent (within three years) customers customers. List the agency name and address, name and title of the client contact, telephone number, opening date, building population (clients served), description of contract deliverables, pick-up and delivery sites, annual dollar value, performance periods, and type of contractual arrangements; e.g., percentage of sales, fixed price, management fee or other.

Oral Presentations. The House reserves the right to conduct oral presentations with any offerors considered in the competitive range.

Inconsistencies among the parts of each proposal shall be explained. Any unexplained significant inconsistency raises a fundamental question of the offeror's understanding of the requirement and his ability to perform. With respect to cost/price proposals, the burden of proof for cost/price credibility rests with each offeror.

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Include in the applicable areas of the proposal deliverables any assumptions made or exceptions taken.

The Government reserves the right to incorporate all or part of the successful proposal into the resultant contract.

The contractor shall relinquish all ownership rights to the materials developed under this contract to the House of Representatives.

L.6 CONTRACT TYPE

The House intends to award a Firm Fixed Priced contract.

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SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 HC.13.001 EVALUATION FACTORS FOR AWARD

JULY 2001

The House intends to make a single award to an offeror whose proposals meeting the minimum requirements as stated in this RFP. Proposals will be evaluated based on the following evaluation factors that are listed in descending order of importance:

(1) Technical Approach

- " Overall approach to providing services in accordance with the RFP
- " Evidence that the contractor has a record of successful implementation of similar programs and metrics
- " Recommended methodologies and proposed timeframe for completion of the project

(2) Innovative Solutions

- " Overall approach provides proven state of the art information gathering techniques
- " Unique solutions presented that will yield greatest participation of Member Offices
- " Consistent with the U.S. House of Representatives' "Greening the Capitol" initiative, the Offeror has provided options for using sustainable methods (e.g., recycled paper; environmentally friendly production techniques; etc.) relative to the production of the final reports.
- " Performance based solutions presented

(3) Corporate Capabilities/Past Performance

- " Proven experience
- " Competency in compensation area, competency in HR personnel policies and best practices
- " Organization has demonstrated their financial ability.
- " Proposed staff meets the needs of the RFP.
- " Verifiable results of customer surveys regarding similar services being offered to other customers.

(4) Oral Presentations (as required)

- " Presentation
- " Knowledge
- " Command of subject
- " Interpersonal skills

(5) *Price

*The proposal is presumed to represent the offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the offeror's understanding of the nature and scope of the work required. It also may reflect on the offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the offeror.

1. Risk Assessment. Price proposals will be evaluated to identify and assess potential risks, which may be inherent in the offeror's approach. The estimated costs to correct any deficiencies in the offeror's proposal will also be evaluated.

2. Price Realism. Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements.

3. Price. Evaluation factors other than price, when combined, are significantly more important than price.

M.2 HC.13.002 CONTRACT AWARD

JULY 2001

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a. The House intends to award a single contract resulting from this solicitation to the responsible offerors whose offer conforms to this solicitation, taking into account the factors contained in M.1 "Evaluation Factors for Award".

b. The House may:

- (1) reject any or all offers, if such action is in its interest,
- (2) waive informalities and minor irregularities in offers received.

c. The House intends to evaluate proposals and to award without discussions. Therefore, each initial offer should contain the offeror's best terms. However, the CO reserves the right to conduct discussions if they are later determined to be necessary.

Statement of Work
February 12, 2008
2008 House Compensation Study

1. Objective:

The U. S. House of Representatives seeks to have a study done of the:

- Compensation, employment practices and employee benefit trends of the Members' personal office staffs (Washington, DC and District offices);
- Employment practices and employee benefit trends of the Committee staffs; and
- Employment practices and employee benefit trends of House Support Office staffs.

This Statement of Work describes the contractor support required for this multi-focused study of the U. S. House of Representatives' compensation, employment practices and employee benefit trends.

2. Background:

a. *Members' Personal Offices:* The Members' personal office staffs (Washington, DC and District offices) work in approximately 440 individual and separate employing offices. There are no established or standardized pay scales, formalized job qualifications requirements, or consistent applicant selection processes that are applied uniformly across each and every office. The only constraints that affect all of the U. S. House of Representatives Members' personal offices (Washington, DC and District offices) as separate employing authorities are fixed office budgets, employee FTE ceiling limits, maximum salary caps, the minimum wage established by the Fair Labor Standards Act, and the basic health, life, and retirement benefits provided to federal employees and any other benefits that are uniquely available to House employees. Within these guidelines the salaries of Members' personal office staff are usually determined through negotiations between the employing office and applicants and the employment practices and other benefits provided to staff are determined by each office.

b. *Committee Offices:* Similar to the practices in a Member's personal office, the Committees share similar autonomy in their independence as separate hiring authorities and in their ability to establish their employment practices and benefits beyond the basic benefits provided to federal employees and those that are uniquely applied to House employees.

c. *House Support Offices:* Similar to the practices in Members' personal offices and Committees, House Support Offices share similar autonomy in their independence as separate hiring authorities and in their ability to establish their employment practices and benefits beyond the basic benefits provided to federal employees and those that are uniquely applied to House employees. Within the House Support Offices the House Officers (Clerk of the House, Chief Administrative Office, and Sergeant at Arms) and the Inspector General comply with the House Employees Position Classification Act (HEPCA) which mandates standardization of job titles, job responsibilities, and staff salaries. Additionally, the House Officers and Inspector General have consolidated personnel policies and practices which include but are not limited to annual and sick leave, Family Medical Leave Act (FMLA), bereavement leave, rewards and recognition programs, etc.

3. Scope:

This survey and study is designed to provide U.S. House of Representatives Members' personal offices with information regarding the activities and practices of other Members' personal offices in terms of compensation, employment practices, and employee benefit trends. Further, the 2008 study will also

look separately at the employment practices and employee benefits trends within the Committee offices of the House and within the House Support Offices.

With annual turnover averaging approximately 30% in veteran Member offices, compensation, employment, and employee benefit trend data of other veteran Member offices is critical information in helping them to develop strategies to retain valued staff. As new Members are elected, Members' personal office staff compensation, employment practices, and employee benefit trend data is important at the beginning of each Congress as these new Members begin to set up their office practices and procedures, as they hire their initial staff, and as they strive to remain a competitive hiring agent over time.

For negotiations between employer and applicants to be effective and to enable the Members of the U.S. House of Representatives to hire the most qualified candidates for the open positions in their Washington, DC and District offices, both the employing office and the applicants must be knowledgeable about the activities and practices of the Members' personal office staff labor market. If sufficient data is not available to employing offices, the negotiation process can be ineffective, resulting in inequitable employment agreements – the over-compensation of some staff and the under-compensation of others. An additional effect of such inequitable employment agreements is the negative impact on the employment relationship itself, manifested in employer/employee dissatisfaction, lowered staff morale, increased staff turnover, the prospect of reduced constituent service, and the potential disengagement and less than ideal performance among staff members.

4. Description of Work:

The Contractor shall:

1. Conduct a survey and study of the U. S. House of Representatives:
 - a. Members' personal office staffs (both Washington, DC and District offices) to assess compensation, employment practices, and employee benefit trends;
 - b. House Committee office staffs to assess employment practices and employee benefit trends; and
 - c. House Support Offices staffs to assess employment practices and employee benefit trends.
2. The contractor will undertake at a minimum the following specific steps:
 - a. Draft a survey instrument, an implementation plan and project timeline for collecting, analyzing, and presenting the data;
 - b. Draft a communications plan for the project;
 - c. Collect, analyze and report various compensation data – including base pay, pay ranges, new hire rates, turnover rates, and cash bonus compensation for U. S. House of Representatives Members' personal office staffs (both Washington, DC and District offices);
 - d. Conduct additional analysis on specific job categories as directed;
 - e. Survey and report on workplace employment policies and practices, particularly benefits and practices directly related to employee recruitment and retention, alternative work arrangements, telecommuting, work/life balance, and other workplace enhancements – for the Members' office staffs, the Committee office staffs, and House Support Offices.
 - f. Survey and describe compensation practices and related policies and programs of the U. S. House of Representatives Members' personal office staffs (both Washington, DC and District offices) and conduct additional analysis on specific jobs as directed.
3. The contractor shall demonstrate past experience/performance with conducting comprehensive salary surveys and employment practices and benefits studies, and the associated data analysis, as well as

demonstrating experience with Congressional activities and interactions with Congressional Member, Committee and Support offices.

4. Contractors are encouraged to partner with other organizations to team to provide the Congressional experience along with comprehensive compensation, benefits, and employment practices expertise necessary for the study.

5. Phases and Deliverables:

Based on the above tasks, the awardee will provide a draft report(s) and executive summary to the Chief Administrative Officer that will include the following:

- Descriptions of individual Members' personal office staff positions, demographics, and an analysis of the positions in terms of compensation trends.
- Analysis of Members' personal office staffs (both Washington, DC and District offices) base pay, pay ranges, new hire rates, and cash bonuses; data should be analyzed in the following ways:
 - The average base pay, average new hire rates, and average cash bonus;
 - Base pay and new hire rates depicted utilizing the 10th, 25th, 50th, 75th and 90th percentiles;
 - Average salary change from previous year (2006 salary data will be provided to the awardee);
 - General findings related to the data by position; and
 - Analysis of the variables affecting pay by position.
- Analysis and trends on the workplace policies and practices of Members' personal office staffs (both Washington, DC and District offices) to include, but not limited to: compensation practices (i.e., Cost of Living Adjustments; bonus and salary adjustments, etc); workplace policies (i.e., flexible work schedule; compressed work schedules, telecommuting; etc.); leave policies and practices (i.e., annual; sick; FMLA; Leave Without Pay; etc.); recruiting practices; and personnel practices (i.e., performance planning, management and evaluation; etc.).
- Analysis and trends on the workplace policies and practices of Committee office staffs to include, but not limited to: compensation practices (i.e., Cost of Living Adjustments; bonus and salary adjustments, etc); workplace policies (i.e., flexible work schedule; compressed work schedules, telecommuting; etc.); leave policies and practices (i.e., annual; sick; FMLA; Leave Without Pay; etc.); recruiting practices; and personnel practices (i.e., performance planning, management and evaluation; etc.).
- Analysis and trends on the workplace policies and practices of House Support office staffs to include, but not limited to: compensation practices (i.e., Cost of Living Adjustments, bonus and salary adjustments, etc); workplace policies (i.e., flexible work schedule; compressed work schedules, telecommuting, etc); leave policies and practices (i.e., annual; sick; FMLA; Leave Without Pay, etc); recruiting practices; and personnel practices (i.e., performance planning, management and evaluation, etc).
- Analysis of employment trends to include but not limited to: staffing levels, new hires practices, turnover rates, and turnover reasons for the Members' personal office staffs (Washington, DC and District offices), the Committee office staffs, and House Support office staffs.
- Analysis and trends of additional employee benefits (i.e., transit benefits; parking; student loan repayment program; etc.) provided to Members' personal office staffs (Washington, DC and District offices), to Committee office staffs and House Support office staffs.

The Chief Administrative Officer will have final approval of the survey instrument, survey questions, implementation plan, and all communications related to the survey and study.

Once the draft report and Executive Summary have been reviewed and approved by the Chief Administrative Office, a final full report and executive summary will be prepared. The contractor will provide an executive briefing for the Chief Administrative Officer and his senior leadership team to present an overview of the findings.

The awardee is responsible for providing the Chief Administrative Officer with 300 printed copies of the Executive Summary and 600 printed bound copies of the full final report. Consistent with the U.S. House of Representatives' "Greening the Capitol" initiative, the awardee will be asked to produce the printed copies of the Executive Summary and the full final report using sustainable methods (e.g., recycled paper; environmentally friendly production techniques; etc.). In addition, the Executive Summary and full final report will be provided in a format conducive to further production, if necessary, by the Chief Administrative Officer and to posting on the House's intranet.

Additional Information Offeror is to include with proposal.

- A plan to increase the Member office participation rate from the 2006 participation base of 141 Member offices or 32% is to be included with the Offeror's proposal.
- The Offeror's proposal is to include incentive thresholds for achievement above the 2006 rate of 141 or 32% (for reference purposes, 212 or 48% respectively in 2004) participation rate as well as a disincentive (penalty) for not achieving the base participation rate of 141 Members' offices or 32%. The incentive plan will be reviewed/negotiated with the successful Offeror prior to award.

6. Key Personnel and Proposed Project Team:

The contractor shall assign key personnel in accordance with contract clause H.C.7.009 and listed in Attachment 2 of the contract.

7. Estimated Period of Performance:

The estimated period of performance is 4 months from date of award (DOA). However, this is an estimate only and the actual period of performance will be based on the Offeror's proposed delivery schedule for completing each of the above tasks (see contract clause H.C.6.001).

Key Personnel

[illegible]